

HAMBLEN COUNTY GOVERNMENT
Invitation to Bid – New Concrete Sidewalk & Steps Hamblen County Justice Center Parking Area
(2021-12)

INVITATION TO BID

Office of the Hamblen County Mayor
511 West Second North Street
Morristown, TN 37814

ITB TIMELINE: Times listed below are in Eastern Standard Time.

Date Issued:	Wednesday, June 2, 2021
ITB Title:	New Concrete Sidewalk & Steps Hamblen County Justice Center Parking Area (2021-12)
<u>Optional</u> Onsite Visit:	Call the Hamblen County Maintenance Supervisor at 423-312-0587 to schedule an onsite visit.
ITB Question Deadline:	Friday, June 4, 2021 @ 2:00p.m.
ITB Answer Deadline:	Monday, June 7, 2021 @ 4:00p.m.
Bid Submission Deadline Date & Time:	Thursday, June 10, 2021 @ 11:00a.m. <i>If the Hamblen County Courthouse is closed for business at the time scheduled for proposal opening, for whatever reason, proposals will be accepted and opened on the next business day of the County, at the originally scheduled hour.</i>
Proposal Submission Opening Location:	Hamblen County Courthouse, West Wing Conference Room, 1 st Floor, Administrative Building
Contract Award:	June 25, 2021

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INTRODUCTION:

Hamblen County (hereafter referred to as “County”) is soliciting sealed, competitive bids from licensed contractors for a new concrete sidewalk and steps for the Hamblen County Justice Center Parking Area located at 510 Allison Street, Morristown, TN 37814

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I. GENERAL INFORMATION:

Project Administrator:

The County Finance Department is the sole point of contact for this procurement. All communication between prospective bidders and the County upon receipt of this ITB shall be in email form to the County Finance Department as follows:

Johnna Harrell
511 West Second North Street
Morristown, TN 37814
Telephone: 423-586-1931
Email: Johnna.harrell@co.hamblen.tn.us

Any other communication will be considered unofficial and non-binding on the County. Communication directed to parties other than the County Finance Department may result in disqualification of the prospective proposer.

Site Visit:

The County will not be requiring an on-site visit. However, anyone interested in a site visit may call the Hamblen County Maintenance Supervisor at 423-312-0587 to schedule an appointment. Site visits are meant to help interested bidders in preparing an accurate proposal. Site visits carry no weight in awarding this project.

ITB Questions and Answers:

Questions regarding this ITB will be accepted via email to the Project Administrator until 2:00p.m. Friday, June 4, 2021. Questions submitted by telephone call will not be answered. Questions submitted after this deadline will not be answered.

Questions *and* Answers will be produced in writing and submitted to all prospective respondents known to the County and will be listed on the Hamblen County Government website, www.hamblencountytn.gov, under the Bids & Proposals Tab no later than 4:00p.m., Monday, June 7, 2021.

Proprietary Information and Public Disclosure:

Materials submitted in response to this competitive procurement shall become the property of Hamblen County. All bids submitted will remain sealed until the deadline for submission of bids has expired. Once a bid is submitted to Hamblen County Government and is opened, it constitutes a public record and is subject to the open records request pursuant to the Tennessee Open Records Act.

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Cost of Bid Submission:

The County will not be liable for any costs incurred by any respondent in preparation of a response to this ITB, in conducting of a presentation, or any other activities related to responding to this ITB.

Revisions to the ITB:

In the event it becomes necessary to revise any part of this ITB, addenda will be produced in writing and submitted to all prospective respondents known to the County and will be listed on the Hamblen County website, www.hamblencountytn.gov, under the Bids and Proposals Tab.

The County reserves the right to cancel or to reissue this ITB in whole or in part prior to the execution of a contract.

Subcontract Terms:

If a subcontractor is to be used, the subcontractor section of the Bid Proposal Form located on pages 10 & 11, Section IV.a. of this document **must** be completed. Copies of necessary license and certificates for the subcontractor **must** also be submitted with the bid packet.

Contract Terms:

All items in this ITB must be included with the bid submission. All contracts between parties as a result of this ITB shall be governed by and enforced in accordance with the laws of the State of Tennessee. In the event a dispute arises, the venue shall be in Hamblen County, Tennessee. The County shall require the person with authority to bind the company to sign all agreement(s) with the County.

Contract Termination:

The County reserves the right to cancel the contract at any time for breach of contractual obligations without penalty or recourse by giving the contracted firm a written notice of such termination of at least thirty (30) calendar days prior to said cancellation. Prior to issuing such a notice, the County will, if appropriate, provide the contracted firm with an opportunity to cure the breach within a reasonable period of time. Should the County exercise its right to terminate the contract for such reasons, the termination shall become effective on the date as specified in the notice of termination sent to the contracted firm. The contracted firm shall be entitled to receive just and equitable compensation for the work provided pursuant to the contract prior to the effective date of cancellation.

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No Obligation Contract:

The County reserves the right to accept or reject any or all bid submissions at its sole discretion without penalty and to not issue a contract as a result of this ITB. The County also has the right to waive any formal defects in submissions when deemed in the best interest of the County. Further, the County reserves the right to negotiate with any respondent concerning matters which the County determines require clarification or changes not in conformity with the specific requirements set forth herein.

Right To Withdraw:

Respondents have the right to request a withdrawal of their proposals from consideration due to error by giving notice at any time before and not later than two (2) days after submissions are publicly opened.

Commitment of Funds:

The Hamblen County Legislative Body are the only individuals who may legally commit the County to the expenditures of funds for a contract resulting from this ITB. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract. Obligations on contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

Invoice Requirements:

The County will pay one (1) invoice for the full purchase order amount. A payment and performance bond will not be needed. The payment will be made within fifteen (15) days after the project has passed final inspection. Final inspection will be completed by the County's Maintenance Supervisor.

The contracted firm will submit an invoice to the County Finance Department for the purchase order amount. The invoice will include the following:

1. Purchase order number assigned by the County;
2. A description of the work performed; and
3. The date(s) the work was performed.

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II. SCOPE OF WORK:

- Job Location: 510 Allison Street, Morristown, TN 37814
- Excavate dirt to subgrade for new concrete steps
- Dig out and haul out excess dirt if needed
- Place forms for new concrete steps as needed, 8ft of fall between area
- Provide and finish 4000 psi concrete with broom finish
- Provide and place topsoil at disturbed areas
- Seed and straw
- Install safety fencing around work area
- Install paint striping at parking space for new walkway crossing
- General cleanup of entire area

III. SUBMISSION REQUIREMENTS:

Respondents are required to submit one (1) complete bid packet in a sealed envelope based on the instructions below. Bids, whether mailed or hand-delivered must arrive no later than 11:00a.m. Eastern Standard Time on Thursday, June 10, 2021.

Instructions for Submitting Bids:

Envelopes **must** arrive **sealed** and clearly **marked** with **NEW CONCRETE SIDEWALK & STEPS FOR THE HAMBLLEN COUNTY JUSTICE CENTER PARKING AREA, ITB #2021-12, JUNE 10, 2021 @ 11:00A.M. Contractor & Subcontractor (if applicable) Name, License Number, Expiration Date of License, License Limitation and License Classification** on the outside of the envelope to the Hamblen County Mayor’s Office, 511 West Second North Street, Morristown, TN 37814, Attention: Johnna Harrell.

Please note: If the contractor license number, expiration date and license classification are **not** listed on the outside of the envelope, the bid packet will be deemed unresponsive and will **not** be considered.

Respondents assume the risk for the method of delivery chosen. The County assumes no responsibility for delays caused by any delivery service. Late proposals will **not** be accepted.

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Submission Content:

All items listed below **must** be included in your submission.

1. Bid Proposal Form (attached)
2. Copies of Necessary License and Certifications
3. Copy of W9 (*If* the bidder has *never* worked with Hamblen County Government)
4. Exceptions Form (attached)
5. Anti-Collusion Statement (attached)
6. Certificate of Compliance with Iran Divestment Act (attached)

Bid Proposal Form:

The respondent must complete the bid proposal form on pages 10 & 11 of this document. This includes the respondent's contact information, lists of licenses and certifications, experience, number of days to complete the project and proposed cost. Also included is the subcontractor portion. Respondents should complete the information requested for any subcontractor to be used in this project. If there will not be a subcontractor used, then the "No Subcontractors" section should be marked.

Licensed Contractors:

All bidders must be licensed contractors as required by the Contractors Licensing Act of 1976, Tennessee Code Annotated 62-6 et. seq., enacted by the General Assembly of the State of Tennessee on March 21, 1976, as currently amended. Bidder's and their subcontractor's name, license number, date of expiration of license, license limitation, and that part of the license classification applying to the bid must be placed on the envelope containing the bid, otherwise the bid cannot be opened or considered.

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Insurance Requirements:

a. Certificates of Insurance

Upon award of this project, the chosen firm **must** provide to the County certificates of the insurance requirements listed below **before** the purchase order is issued and duties commence. Policies must be endorsed to provide the County at least 30 days written notice of reduction, cancellation or intent not to renew coverages as listed below. If insurance is canceled, reduced, non-renewed or otherwise is not in effect to the minimum required coverage, the contracted firm **must** cease work on this project.

b. Liability Coverages

1. The chosen firm must furnish at their own expense and keep in full force during the terms of this contract the following coverages which **must** list Hamblen County Government as an additional insured:

- Insurance covering bodily injury in the minimum sum of \$1,000,000 for each occurrence
- Insurance covering property damage in the minimum sum of \$1,000,000 for each occurrence, \$2,000,000 aggregate
- Automobile liability insurance in the minimum of \$1,000,000 combined single limit for bodily injury and property damage

2. Worker's Compensation Compliance

The chosen firm must also comply with all requirements of the Workers' Compensation Law and must at their own expense, maintain such insurance including employer's liability, as will protect him from claims under said law and from any other claims for personal injuries, including death which may arise from the operations under the contract, whether operations be by himself or anyone directly or indirectly employed by him.

The Worker's Compensation policy will be endorsed to provide a waiver of subrogation clause in favor of Hamblen County Government.

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Exceptions Form:

The exceptions form listed on page 12 of this document give options of “NO EXCEPTIONS TAKEN” or “BIDDER TAKES EXCEPTIONS”. One of these should be selected and submitted with the sealed bid.

If a bidder **has** exceptions to the scope of services listed in this document, they must be listed on the exceptions form on page 12 of this document.

If the bidder **has no** exceptions to the scope of services listed in this document, they should indicate so by selecting, “NO EXCEPTIONS ARE TAKEN” on the exceptions form on page 12 of this document.

Anti-Collusion Statement:

The respondent certifies by signing the anti-collusion statement on page 13 of this ITB that this proposal is made without prior understanding, agreement, or accord with any other person submitting proposals for the same service and that this submission is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce.

Iran Divestment Act:

The respondent must certify on page 14 of this ITB that neither they nor any of their successors, parent companies, subsidiaries or companies under common ownership or control certifies, under penalty of perjury, that to the best of their knowledge and belief that they are not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

Signatures:

The Bid Proposal Form, Exceptions Form, Anti-Collusion Statement, Certification of Compliance with the Iran Divestment Act, and all ITB Amendments must be signed and dated by a person authorized to legally bind the respondent to a contractual relationship.

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IV. FORMS:

a) BID PROPOSAL

Information of company or individual with whom the contract would be written	
Company Legal Name:	
Primary Point-of-Contact:	
Address:	
Phone:	
Primary Point-of-Contact Email Address:	
Licenses & Certifications: Must be a licensed contractor as instructed on page 7, Section III of this document.	
Previous Experience with Similar Projects:	
Number of days needed to complete project?	DAYS

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BID PROPOSAL continued...

If any subcontractors are to be used on this project, their information must be listed below. If no subcontractors will be used indicate that below by selecting the option, “NO SUBCONTRACTORS WILL BE USED IN THIS PROJECT”.

Subcontractor Information:	
Company Legal Name:	
Address:	
Phone:	
Licenses & Certifications: Must be a licensed contractor as instructed on page 7, Section III of this document.	
NO SUBCONTRACTORS WILL BE USED IN THIS PROJECT:	

Total Cost Proposed: \$

(based on scope of services listed in this ITB. If cost is based on services different from what is listed in this ITB, bidder must give detail on the Exceptions Form on page 12 of this document)

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b) **EXCEPTIONS FORM**

Bidder MUST sign the appropriate statement below, as applicable.

Bidder understands and agrees to all terms, conditions, requirements and specifications stated herein.
NO EXCEPTIONS ARE TAKEN.

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	

Bidder takes exception to the following terms, conditions, requirements and specifications stated herein.

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	
EXCEPTIONS TO NOTE:	

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c) ANTI-COLLUSION STATEMENT

By signing this form the respondent agrees that he/she has not divulged to, discussed, or compared his/her submission with other respondents and has not colluded with any other respondent whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of service. Any such violation will result in any contract related to this ITB being null and void and could constitute a felony and result in a fine, imprisonment and civil damages.

The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this ITB, and is authorized to enter into a contract with Hamblen County Government. This form must be signed personally by the respondent or the respondent's authorized agent. All signatures must be original.

Signature

Title

Printed Name

Date

By signing this form, the respondent signifies understanding and agreement with Hamblen County Government's Terms and Conditions.

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d) CERTIFICATION OF COMPLIANCE WITH IRAN DIVESTMENT ACT
Tenn. Code Ann. § 12-12-101 et seq.

Comes _____, for and on behalf of
(Printed name of Principal Officer of Company)

_____, (the “Company”) and, after being duly authorized by the Company so to do, makes oath that:

By submission of these qualifications, each respondent certifies, and in the case of a joint submission each party certifies, under penalty of perjury, that to the best of their knowledge and belief that each respondent is not on the list created pursuant to the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

Signature

Title

Date

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V. **ITB SUBMISSION CHECKLIST:**

- Bid packet is labeled on the outside of the envelope, ‘**New Concrete Sidewalk & Steps for the Hamblen County Justice Center Parking Area ITB #2021-12– June 10, 2021 @ 11a.m., Contractor & Subcontractor (if applicable) Name, License Number, Expiration Date of License, License Limitation and License Classification**’ as instructed on page 6 Section III of this document.
- Complete ORIGINAL signed and initialed ITB packet
- Bid Proposal Form completed (pages 10 & 11 Section IV.a. of this document)
- Copies of Necessary Licenses and Certifications
- Copy of W9 (*If* bidder has *never* worked with Hamblen County Government)
- Exceptions Form completed and signed (page 12 Section IV.b. of this document)
- Anti-Collusion Statement Signed (page 13 Section IV.c. of this document)
- Certification of Compliance with Iran Divestment Act completed and signed (page 14 Section IV.d. of this document)